

**Environmental Management Consolidated Business Center (EMCBC)****Subject: Simplified Acquisition Procedures (SAP)**

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: OFFICE OF CONTRACTING

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**1.0 PURPOSE**

The purpose of this procedure is to establish a procedure for all purchases of supplies, equipment or services not exceeding the Simplified Acquisition Procedure (SAP) threshold of \$100,000 with a funding line, including purchases at or below the micro-purchase threshold of \$3,000.

**2.0 SCOPE**

The scope prescribes the requirements and responsibilities for the acquisition of supplies, equipment or services not exceeding the SAP, including purchases at or below the micro-purchase threshold of \$3,000. This policy, procedure and plan excludes acquisitions using the Government Purchase Card.

**3.0 APPLICABILITY**

All EMCBC personnel shall comply with this procedure.

**4.0 REQUIREMENTS AND REFERENCES****4.1 Requirements:**

4.1.1 Federal Acquisition Regulation (FAR) Part 4, Administrative Matters

4.1.2 FAR Part 9, Excluded Parties List System (EPLS)

4.1.3 Department of Energy (DOE) Acquisition Regulation (DEAR) Subpart 909.4

4.1.4 FAR Part 13, Simplified Acquisition Procedures

4.1.5 DEAR Subpart 913, Simplified Acquisition Procedures

4.1.6 FAR Part 19, Small Business Programs

4.1.7 DOE Acquisition Guide

#### 4.2 References:

4.2.1 EMCBC Implementing Procedure (IP) 540-06, Rev 1, Procurement Request Packages (PR), Including Financial Assistance

4.2.2 EMCBC IP 540-08, Rev 1, Small Business Programs

4.2.3 EMCBC IP-540-16, Rev 1, Purchase Card Procedures

#### 5.0 DEFINITIONS- NOT APPLICABLE

#### 6.0 RESPONSIBILITIES

##### 6.1 Procurement Request Initiator (PRI):

6.1.1 The PRI is responsible for initiating the DOE Form 4200.33, (Attachment A, “Procurement Request-Authorization”) with the required documentation, and providing it to Contracting Policy and Administrative Support (PAS) Team Leader.

6.1.2 The PRI, or the appointed Contracting Officer’s Representative (COR), is responsible for sending a copy of the packing slip/invoice to the Contract Specialist (CS)/Contracting Officer (CO) when the supplies, equipment, or service is received and accepted.

6.1.3 The PRI, or the appointed COR, is responsible for monitoring the contractor’s cost, schedule and performance from inception of the contract to its completion and will notify the CS/CO of any problems as soon as possible.

6.1.4 When a contract requires renewal, the PRI, or the appointed COR, is responsible for notifying the CS/CO 30 days prior to the end date of the contract’s period of performance and for initiating the DOE Form 4200.33, (Attachment A, “Procurement Request-Authorization”) with the required documentation, for the follow-on contract and providing it to the CS/CO.

##### 6.2 PAS Team Leader:

The PAS Team Leader is responsible for receiving the procurement request package (PR) from the PRI, and assigning it to a CS/CO for action.

##### 6.3 CS/CO:

6.3.1 The CS/CO is responsible for reviewing the PR package for completeness and for coordinating with the PRI on missing or deficient documents in the package.

- 6.3.2 The CS/CO will provide assistance to the PRI, if requested, in development of the package and supporting documentation.
- 6.3.3 The CS/CO is responsible for using a white file folder for a new order.
- 6.3.4 The CS/CO is responsible for using a red file folder for the renewal of an order.
- 6.3.5 The CS/CO is responsible for executing the appropriate contract action in accordance with the PR package and for inputting the information into the Federal Procurement Data System-Next Generation (FPDS-NG).
- 6.3.6 The CS/CO is responsible for verifying that the prospective contractor is registered in the Central Contractor Registration (CCR), unless the acquisition is exempt, before awarding a contract or agreement. The CS/CO is encouraged to check the CCR early in the acquisition process.
- 6.3.7 The CS/CO is responsible for documenting the contract file to verify that the CCR was checked and that the prospective contractor is registered.
- 6.3.8 The CS/CO is responsible for soliciting offers from, awarding contracts to, and consent to subcontracts with responsible contractors only.
- 6.3.9 The CS/CO is responsible for checking the Excluded Parties List System (EPLS) before awarding a contract or agreement to a prospective contractor. Debarment and suspension is a discretionary action that is an appropriate means to effectuate this responsibility.
- 6.3.10 The CS/CO is responsible for documenting the contract file that the prospective contractor is **not** on the Excluded Parties List (EPL).
- 6.3.11 The CS/CO is responsible for including a copy of the packing slip/invoice in the official contract file.

6.4 Financial Management Officer (FMO):

The FMO is responsible for the certification of funds availability on the procurement request-authorization and for recording the obligation in the Standard Accounting and Reporting System (STARS).

6.5 Oakridge Financial Services Center (ORFSC):

ORFSC is responsible for processing the contractor's invoices.

7.0 GENERAL INFORMATION – NOT APPLICABLE

## 8.0 PROCEDURE

### 8.1 Processing the Simplified Acquisition (SA)

#### 8.1.1 PRI:

- 8.1.1.1 The PRI submits the DOE Form 4200.33 (Attachment A, “Procurement Request-Authorization”) to the CS/CO for the purchase of supplies, equipment or service along with the required backup documentation.
- 8.1.1.2 The PRI, or the appointed COR, after receiving and accepting the supplies, equipment or service will send the original packing slip/invoice to the CS/CO for filing in the official contract file.
- 8.1.1.3 The PRI, or the appointed COR, will notify the CS/CO as soon as possible of any problems with cost, schedule, and performance of the contract.
- 8.1.1.4 The PRI will notify the CS/CO 30 days prior to the end date of the contract when a renewal is required and will initiate the DOE Form 4200.33, (Attachment A, “Procurement Request-Authorization”) with the required documentation, for the follow-on contract and providing it to the CS/CO.

#### 8.1.2 PAS Team Leader:

Upon receipt of the PR, the PAS Team Leader will assign it to a CS/CO for action.

#### 8.1.3 CS/CO:

- 8.1.3.1 The CS/CO will assign an order number from the established CBC log and reserve the number in the log.
- 8.1.3.2 The CS/CO will send the requisition (Attachment A, “Procurement-Request Authorization”) to finance for the reservation of funds. After receiving the requisition back from finance with the accounting and appropriation data reserved, the CS/CO will ensure that the appropriate fund cite is listed on the request and that the funds are certified by the FMO.
- 8.1.3.3 The CS/CO is responsible for performing market research in accordance with FAR Part 13 and the small business set-aside procedures outlined in IP-540-08, Rev 1, “Small Business Program”.

- 8.1.3.4 The CS/CO will verify that the prospective contractor is registered in the CCR, unless the acquisition is exempt, before awarding a contract or agreement and will document the contract file that the CCR was checked and that the prospective contractor is registered.
- 8.1.3.5 The CS/CO will check the EPLS before awarding a contract or agreement to a prospective contractor and will document the contract file that the prospective contractor is **not** on the EPL.
- 8.1.3.6 The CS/CO will select a vendor. After selecting the vendor, the CS/CO will send the vendor a Standard Form (SF) 3881, (Attachment B, “ACH Vendor/Miscellaneous Payment Enrollment Form”) for electronic funds transfer, a copy of which will be placed in the official contract file.
- 8.1.3.7 The CS will prepare the order, Optional Form (OF) 347, (Attachment C, “Order for Supplies or Services”), and the contract file for review by the CO.
- 8.1.3.8 The CS will use a white file folder for a new order.
- 8.1.3.9 The CS will use a red file folder for the renewal of an order.
- 8.1.3.10 The CO will review the contract file for completeness and accuracy. Once the CO has determined the contract file to be complete, the CO will sign the order and return to the CS for distribution.
- 8.1.3.11 After receiving a copy of the packing slip/invoice from the PRI, or the appointed COR, the CS/CO will include in the official contract file.
- 8.1.3.12 After receiving a copy of the approved invoice from the Approving Official (AO)/COR, the CS/CO will file it in the official contract file.

## 8.2 Processing the Invoice

### 8.2.1 ORFSC:

- 8.2.1.1 The ORFSC receives the contractor’s invoice. After the invoice is received, ORFSC reviews it. After acceptance of the invoice, it is entered into the Vendor Invoice Approval System (VIAS) for certification and payment.
- 8.2.1.2 ORFSC sends an email message to the AO and/or COR requesting approval for payment of the invoice(s).

8.2.2 AO/COR:

8.2.2.1 The AO/COR will review the data in the email for accuracy looking particularly at the order number and the amount of the invoice.

8.2.2.2 The AO/COR will approve the invoice for payment **only if the supplies, equipment or services was received and accepted, and the amount does not exceed the amount that has been obligated for that line item/or for the purchase total.**

8.2.2.3 The AO/COR will notify the CS/CO immediately if the amount of the invoice is greater than the amount on the order.

8.2.2.4 The AO/COR will approve the invoice by replying to Oak Ridge's email.

8.2.2.5 The AO/COR will forward a copy of the approved invoice response to the CS/CO by email for filing in the official contract file.

9.0 RECORDS MAINTENANCE

9.1 DOE Form 4200.33, "Procurement Request-Authorization"

9.2 Standard Form (SF) 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form"

9.3 Optional Form (OF) 347, "Order for Supplies or Services"

10.0 FORMS USED

10.1 Forms used will be the latest revision unless otherwise stated.

10.1.1 DOE Form 4200.33, "Procurement Request-Authorization"

10.1.2 Standard Form (SF) 3881, "ACH Vendor/Miscellaneous Payment Enrollment Form"

10.1.3 Optional Form (OF) 347, "Order for Supplies or Services"

## 11.0 ATTACHMENTS

11.1 Attachment A – DOE Form 4200.33, “Procurement Request-Authorization” <http://www.directives.doe.gov/pdfs/forms/4200-33.pdf>

11.2 Attachment B – Standard Form (SF) 3881, “ACH Vendor/Miscellaneous Payment Enrollment Form”  
[http://contacts.gsa.gov/webforms.nsf/0/3772EB5D69D1B58085256A73005BE887/\\$file/sf3881.pdf](http://contacts.gsa.gov/webforms.nsf/0/3772EB5D69D1B58085256A73005BE887/$file/sf3881.pdf)

11.3 Attachment C – Optional Form (OF) 347, “Order for Supplies or Services”  
[http://contacts.gsa.gov/webforms.nsf/0/F6390F172C0A4CC485256A730013554D/\\$file/OF347\\_04\\_06.pdf](http://contacts.gsa.gov/webforms.nsf/0/F6390F172C0A4CC485256A730013554D/$file/OF347_04_06.pdf)

DOEF 4200.33  
(07-05)

U.S. Department of Energy  
Procurement Request-Authorization

Formerly PR-799A  
(Previous editions are obsolete)

INITIAL PADS DATA ENTRY INFORMATION

|   |                  |   |                      |
|---|------------------|---|----------------------|
| 1. Awarding Office  |                  | 2. Initiating Office  |                      |
| 3. PRA Number   |                  | 4. Change/Correction in Process? <input type="checkbox"/> Yes <input type="checkbox"/> No |                      |
| 5. Description of Work/Purpose of Assistance  |                  |   |                      |
| Has List of Sources Been Attached? <input type="checkbox"/> Yes <input type="checkbox"/> No |                  |   |                      |
| 6. Awardee Name   |                  | 7. Address  |                      |
| 6a. Division  |                  |   |                      |
| 8. Government Share   | 9. Awardee Share | 10. Total   |                      |
| 11. Total Funds This PR:  |                  |   |                      |
| 12. Name-Project Manager/Initiator  | 13. Signature    | 14. Date  | 15. Office Code      |
|   |                  |   | 16. Telephone Number |

GENERAL AWARD INFORMATION

|   |   |   |  |  |
|---|---|---|--|--|
| 17. Acquisition   |   |   | 18. Financial Assistance                       |  |
| <input type="checkbox"/> Advisory & Assistance Services | <input type="checkbox"/> Research & Development | <input type="checkbox"/> Support Services | <input type="checkbox"/> Cooperative Agreement |  |
| <input type="checkbox"/> A/E Services                   | <input type="checkbox"/> Supplies               | <input type="checkbox"/> Other            | <input type="checkbox"/> Grant                 |  |
| <input type="checkbox"/> Construction                   |   |   |  |  |
| 19. Product/Service Code (Applies to Acquisition only)  |   |   | 20. CFDA (Applies to Assistance Only)          |  |
| 21. Master BIN  |   |   | 22. Desired Award Date                         |  |
| 23. Unsolicited Proposal Number                         |   |   | 24. Project Number                             |  |

25. ACCOUNTING AND APPROPRIATION DATA

| Fund | Year | Alottee | Reporting Entity | SGL | Object Class | Program | Project | WFO | Local Use | 26. Dollar Amount | 27. Program Budget Official's Signature** |
|------|------|---------|------------------|-----|--------------|---------|---------|-----|-----------|-------------------|---|
|      |      |         |                  |     |              |         |         |     |           |                   |   |
|      |      |         |                  |     |              |         |         |     |           |                   |   |
|      |      |         |                  |     |              |         |         |     |           |                   |   |
|      |      |         |                  |     |              |         |         |     |           |                   |   |

|  |  |  |  |
|--|--|--|--|
| 26. From Continuation Sheet  |  | 29. Project Period                                       |  |
| 30. Total Funds This PRA<br>Are These Annual Funds? <input type="checkbox"/> Yes <input type="checkbox"/> No |  | 31. Budget Period<br>(Applies to Assistance Awards Only) |  |

CERTIFYING OFFICIAL: I hereby Certify That the Funds Cited in Item 30 Are Available.

|                    |               |          |
|--------------------|---------------|----------|
| 32. Name and Title | 33. Signature | 34. Date |
|--------------------|---------------|----------|

PROGRAM REVIEWING OFFICIAL

|                    |               |          |
|--------------------|---------------|----------|
| 35. Name and Title | 36. Signature | 37. Date |
|--------------------|---------------|----------|

|  |                     |
|--|---------------------|
| 38. For Initiating Office/Local Office Use   |                     |
| 39. Type of Procurement Action (TPA) Code  | 40. Negotiator Code |
| 41. Security. Will employees require security clearances for performance of this procurement? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If Yes, attach DOE F 5634.2, (05-94) "Contract Security Classification Specification."   |                     |
| 42. Energy policy Act. Is this procurement subject to the Energy Policy Act of 1992. (EPACT); i.e., Will it directly satisfy an EPACT requirement or objective?<br><input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, does it involve either a research and development program or a demonstration of a commercial application? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, see the notice related to this item. Amount of EPACT funding |                     |

Note: \*\* We Hereby Certify That Funds Cited Are Proper For This Procurement And In Compliance With Applicable Appropriations Acts and Fiscal Law.



Printed with soy ink on recycled paper



**CHECKLIST OF ATTACHMENTS TO DOE F 4200.33,  
"PROCUREMENT REQUEST-AUTHORIZATION"**

**SUPPORT SERVICES**

- ☐ Statement of Work  
☐ Source List\*  
☐ DOE F 4220.2 (08-93). "Section 8(a)/Small Business/LSA Set-Aside Review"  
☐ OCI Pre-Procurement Fact Sheet\*\*  
☐ DOE F 1332.1 (04-89). "Reporting Requirements Checklist"  
☐ Position Qualifications  
☐ Labor Rate & Level of Effort to be Dictated in RFP  
☐ Travel Requirements to be Dictated in RFP  
☐ Government Property Furnished/Purchased Listing (If Applicable)  
☐ Support Services Authorization

**RESEARCH AND DEVELOPMENT**

- ☐ Statement of Work  
☐ Source List\*  
☐ DOE F 4220.2 (08-93). "Section 8(a)/Small Business/LSA Set-Aside Review"  
☐ OCI Pre-Procurement Fact Sheet\*\*  
☐ DOE F 1332.1 (04-89). "Reporting Requirements Checklist"  
☐ Government Property Furnished/Purchased Listing (If Applicable)  
☐ Support Services Authorization

**SUPPLY**

- ☐ Detailed Specifications  
☐ Source List\*  
☐ DOE F 4220.2 (08-93). "Section 8(a)/Small Business/LSA Set-Aside Review"

**INTERAGENCY AGREEMENTS**

- ☐ Statement of Work  
☐ Discussion of Basis of Estimate

\* For new non-competitive awards, replace the Source List with a justification for other than full and open competition (exception: 8(a) awards require no justification).  
 \*\* Required for Awards funded under the Federal Energy Administration Act of 1974.

**INSTRUCTIONS FOR COMPLETING DOE F 4200.33**

For more detailed information and instruction regarding the completion of DOE F 4200.33, refer to the Handbook for the Preparation of DOE Procurement request Forms.

- Item 1 – TO AWARDING OFFICE. Enter the mailing address of the appropriate procurement office to which this DOE F 4200.33 is being sent, e.g., Office of Headquarters Procurement Operations, HR-56, Washington, D.C. 20585.
- Item 2 – FROM INITIATING OFFICE. Enter the complete mailing address of the office initiating this request, e.g., Office of Special Projects and Management Systems, HR-53, Washington, D.C. 20585.
- Item 3 – PR NUMBER. Enter the Procurement Request-Authorization (PRA) Number in the format prescribed by DOE 1331.2B, dated 05-18-92.
- Item 4 – CHANGE/CORRECTION TO A PRA IN PROCESS? Answer "YES" if this is a change or correction to a PRA which has been forwarded to procurement for action. Answer "NO" if this is an initial PRA for either a basic award or a modification to an existing award.
- Item 5 – DESCRIPTION OF WORK/PURPOSE OF ASSISTANCE. (180 Characters Maximum) Enter a brief description from the statement of work. Ensure that it is a concise statement of the purpose of the award.
- Item 6 – 7 AWARDER NAME, DIVISION, ADDRESS. If known, enter the name, division (if applicable), and address of the awardee.
- Item 8 – GOVERNMENT SHARE. Enter the DOE share of the total estimated face value of the award, regardless of the funding commitment amount.
- Item 9 – AWARDER SHARE. Enter the share of the award which will be paid for by the awardee.
- Item 10 – TOTAL. Sum of items 8 and 9.
- Item 11 – TOTAL FUNDS. Enter the total of all figures in the "Dollar Amt." Column plus the amount from the continuation sheet.
- Item 12 – 16 Self-explanatory items.
- Item 17 – ACQUISITION. Self-explanatory. Check Advisory & Assistance if it is estimated that the predominance (51% or more) of the dollars for the entire contract performance period, including all options, will be for advisory & assistance services as defined by OMB Circular A-120 of January 1988.

- Item 18 – FINANCIAL ASSISTANCE. Self-explanatory.\*\*\*
- Item 19 – PRODUCT/SERVICE CODE. Acquisitions actions only. Enter the code which describes the work being done or the item being supplied. Product/Service Codes may be obtained from "Product/Service" published by the General Services Administration, Federal Procurement Data Center.
- Item 20 – CFDA. Financial assistance actions only. Enter the catalog of Federal Domestic Assistance (CFDA) program number.
- Item 21 – MASTERBIN. If this award is to be an order under a DOE Master Award Bin, or a delivery under a GSA schedule or similar contract, enter the schedule or master contract number.
- Item 22 – DESIRED AWARD DATE. Enter the date that the award is desired.
- Item 23 – UNSOLICITED PROPOSAL NUMBER. If this award is being made as a result of DOE acceptance of an unsolicited proposal, enter the Unsolicited Proposal Control Number assigned by DOE to that proposal.
- Item 24 – PROJECT NUMBER. Enter the project number assigned by the initiating office, if applicable.
- Item 25 – 26 Enter the appropriate financial and accounting data for the action.
- Item 27 – PROGRAM BUDGET OFFICIAL'S SIGNATURE. Self-explanatory. Only for funding actions.
- Item 28 – FROM CONTINUATION SHEET. Enter the amount of funds from DOE F 4200.34 (03-96). "Procurement Request-Authorization Funding Data-Continuation Sheet," if it was used.
- Item 29 – PROJECT PERIOD. The beginning and end dates which define the period of performance of an acquisition or financial assistance action.
- Item 30 – TOTAL FUNDS THIS PRA. Enter the total of all figures in the "Dollar Amt." Column, plus the amount from the continuation sheet.
- Item 31 – BUDGET PERIOD. Applies to financial assistance actions only. The beginning and ends dates of the period of time for which the funds in item 25 are programmed and budgeted.
- Item 32 – 37 Self-explanatory items. Required for funding actions only.
- Item 38 – FOR INITIATING OFFICE/LOCAL OFFICE USE.
- Item 39 – TYPE OF PROCUREMENT ACTION (TPA) CODE. To be completed by the Procurement office.
- Item 40 – NEGOTIATOR CODE. To be completed by the Procurement office.
- Item 41 – SECURITY. Please answer the questions related to security.
- Item 42 – ENERGY POLICY ACT (EPACT). Please answer the questions related to the Energy Policy Act of 1992, and, if applicable, enter the amount of EPACT funding.

**Notice:** The Energy Policy Act of 1992, (public Law 102-486) addresses a large number of areas under which the Department of Energy may award a contract involved with a research and development program or a demonstration of a commercial application project; it is not practicable to list them here. Section 3002 of the Act requires cost sharing of research and development of at least 20 percent of the cost of the project from non-Federal sources. Section 3002 of the Act also requires cost sharing of a demonstration of a commercial application project of at least 50 percent of the costs related to the project from non-Federal sources. Exceptions are discussed in Section 3002 of the Act. Funding for certain Cooperative Research and Development projects (CRADA's) is expected. The Office of Technology Utilization (LM-20) is responsible for providing guidelines and procedures for implementing Title XXX of the Act. Further information on cost sharing/participation can be found in DEAR, subpart 917.70, and in the DOE Financial Assistance Rules 600.107 and 600.206.

**Note:** Detailed listing of all valid codes required for the completion of a Procurement Request-Authorization may be located in the PADS Miscellaneous Tables. The PADS Miscellaneous Tables are available through a request to the PADS Hotline (202-586-4963) or via automated retrieval of PADS Standard Report #814.

\*\*\* For Further information, see DOE 4600.1A, "Financial Assistance Procedures Manual."

# ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

OMB No. 1510-0056

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

## PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

## AGENCY INFORMATION

|                         |                             |   |
|-------------------------|-----------------------------|---|
| FEDERAL PROGRAM AGENCY  |                             |   |
| AGENCY IDENTIFIER:      | AGENCY LOCATION CODE (ALC): | ACH FORMAT:<br><input type="checkbox"/> CCD+ <input type="checkbox"/> CTX |
| ADDRESS:                |                             |   |
|                         |                             |   |
| CONTACT PERSON NAME:    |                             | TELEPHONE NUMBER:<br>(       )  |
| ADDITIONAL INFORMATION: |                             |   |

## PAYEE/COMPANY INFORMATION

|                      |                                |
|----------------------|--------------------------------|
| NAME                 | SSN NO. OR TAXPAYER ID NO.     |
| ADDRESS              |                                |
|                      |                                |
| CONTACT PERSON NAME: | TELEPHONE NUMBER:<br>(       ) |

## FINANCIAL INSTITUTION INFORMATION

|   |                                |
|---|--------------------------------|
| NAME:   |                                |
| ADDRESS:  |                                |
|   |                                |
| ACH COORDINATOR NAME:   | TELEPHONE NUMBER:<br>(       ) |
| NINE-DIGIT ROUTING TRANSIT NUMBER:<br>_ _ _ _ _   |                                |
| DEPOSITOR ACCOUNT TITLE:  |                                |
| DEPOSITOR ACCOUNT NUMBER:   | LOCKBOX NUMBER:                |
| TYPE OF ACCOUNT:<br><input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/> LOCKBOX |                                |
| SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL:<br>(Could be the same as ACH Coordinator)                                   | TELEPHONE NUMBER:<br>(       ) |

AUTHORIZED FOR LOCAL REPRODUCTION

SF 3881 (Rev. 2/2003)  
Prescribed by Department of Treasury  
31 U.S.C. 3322; 31 CFR 210

### **Instructions for Completing SF 3881 Form**

Make three copies of form after completing. Copy 1 is the Agency Copy; copy 2 is the Payee/Company Copy; and copy 3 is the Financial Institution Copy.

1. **Agency Information Section** - Federal agency prints or types the name and address of the Federal program agency originating the vendor/miscellaneous payment, agency identifier, agency location code, contact person name and telephone number of the agency. Also, the appropriate box for ACH format is checked.
2. **Payee/Company Information Section** - Payee prints or types the name of the payee/company and address that will receive ACH vendor/miscellaneous payments, social security or taxpayer ID number, and contact person name and telephone number of the payee/company. Payee also verifies depositor account number, account title, and type of account entered by your financial institution in the Financial Institution Information Section.
3. **Financial Institution Information Section** - Financial institution prints or types the name and address of the payee/company's financial institution who will receive the ACH payment, ACH coordinator name and telephone number, nine-digit routing transit number, depositor (payee/company) account title and account number. Also, the box for type of account is checked, and the signature, title, and telephone number of the appropriate financial institution official are included.

### **Burden Estimate Statement**

The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property and Supply Branch, Room B-101, 3700 East West Highway, Hyattsville, MD 20782 and the Office of Management and Budget, Paperwork Reduction Project (1510-0056), Washington, DC 20503.



12

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provided the following statement, (signed and dated) is on (or attached to) the order: "Payment is requested in the amount of \$                     . No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or service, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected, ☐ accepted, ☐ received by me  
and conforms to contract. Items listed below have been rejected for the reasons indicated.

## REPORT OF REJECTIONS

OPTIONAL FORM 347 (REV. 4/2008) BACK

**EMCBC RECORD OF REVISION**

**DOCUMENT** - Simplified Acquisition Procedures (SAP)

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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| <b>Rev. No.</b> | <b>Description of Changes</b> | <b>Revision on Pages</b> | <b>Date</b> |
|-----------------|-------------------------------|--------------------------|-------------|
| 1               | Original Issue                | All                      | 10/30/06    |
|                 | Reviewed/No Changes Required  |                          | 05/18/12    |